

SiteManager **Training Manual**



Module B
Chapter 2

**Daily Work Reports (+)
Diary**

Section B-2-2

Viewing a Diary

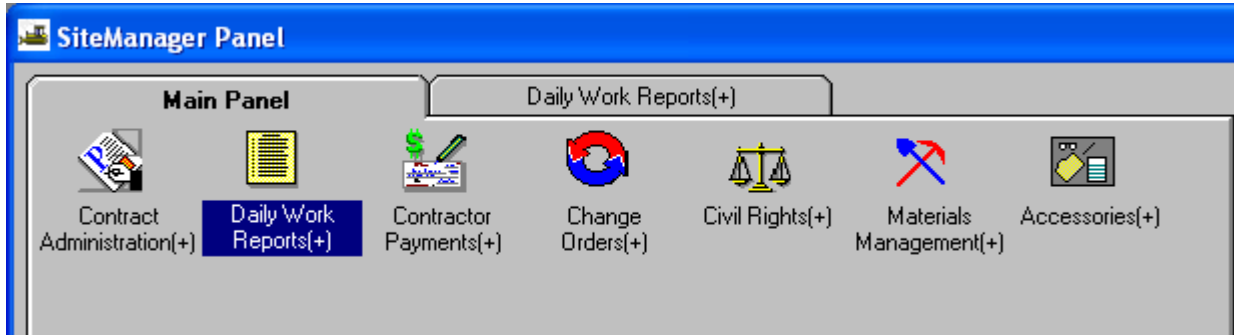
Student's Version

Indiana Department of Transportation
September 2007, Version 3.7b

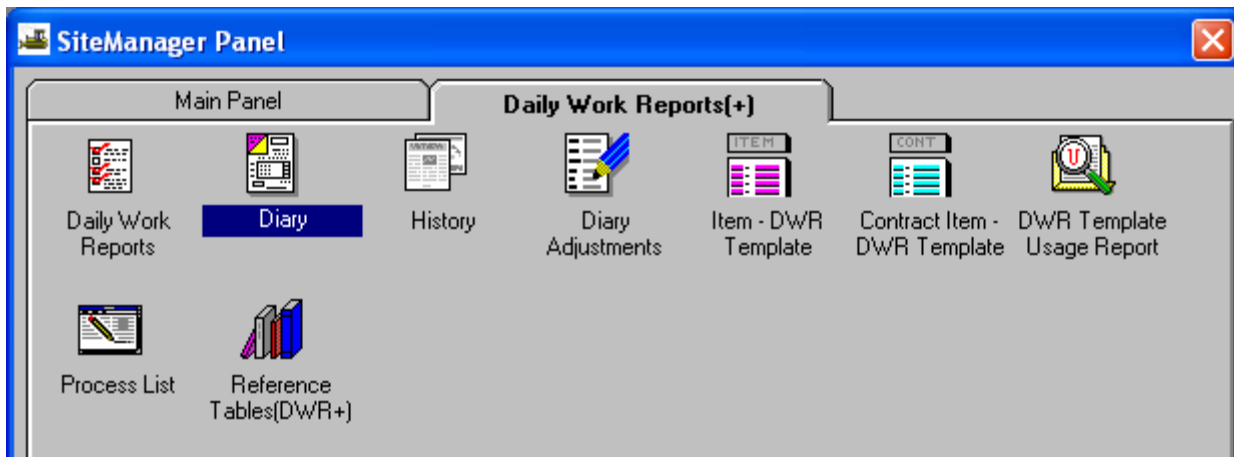
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Viewing a Diary

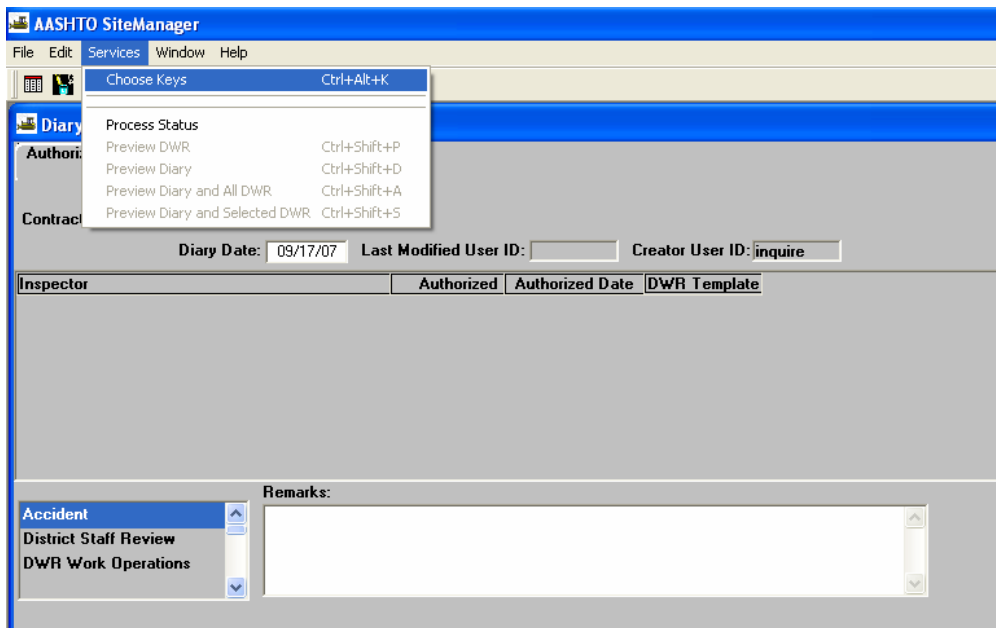
This section will explain how to view diary entries



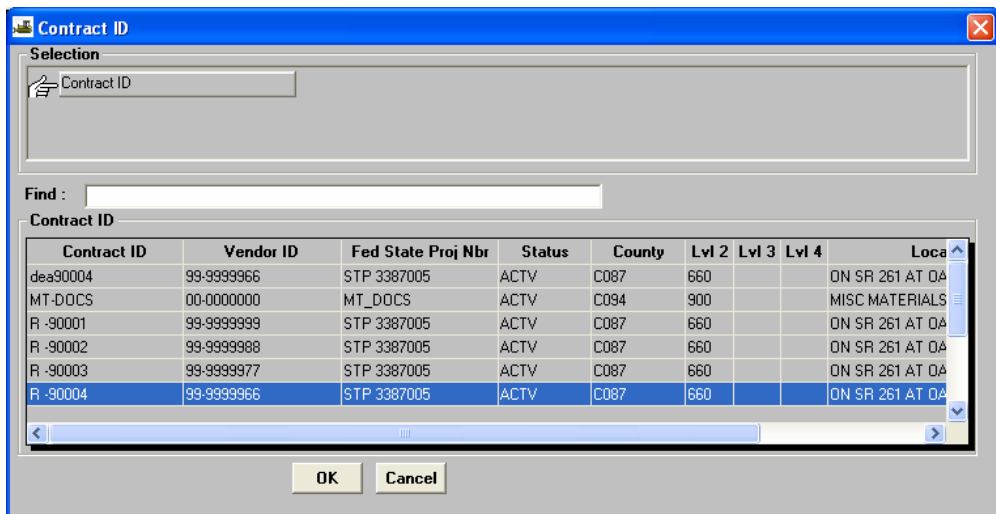
From the **Main Panel**, “double-click” on **Daily Work Reports (+)**.



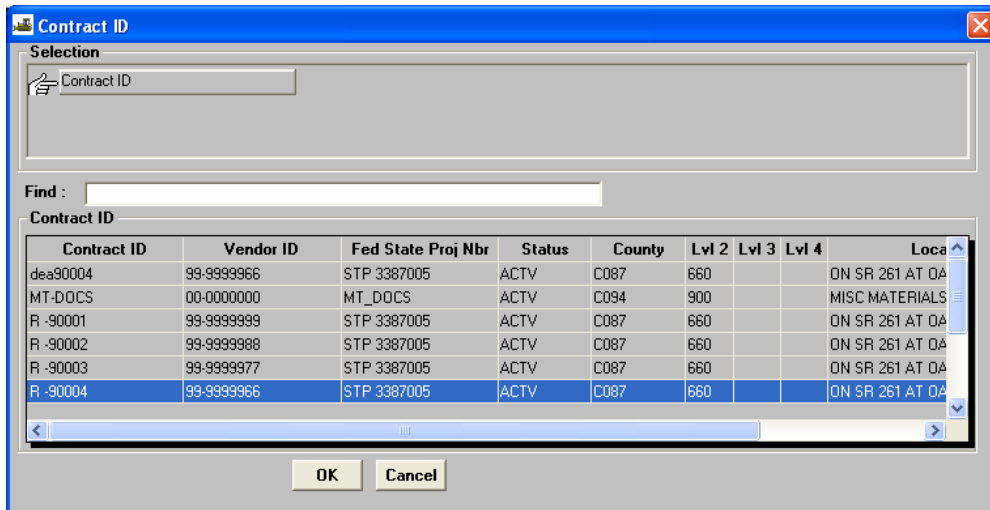
“Double-click” on **Diary**.



“Click” on **Services**, if a contract needs to be selected.
 “Click” on **Choose Keys**.



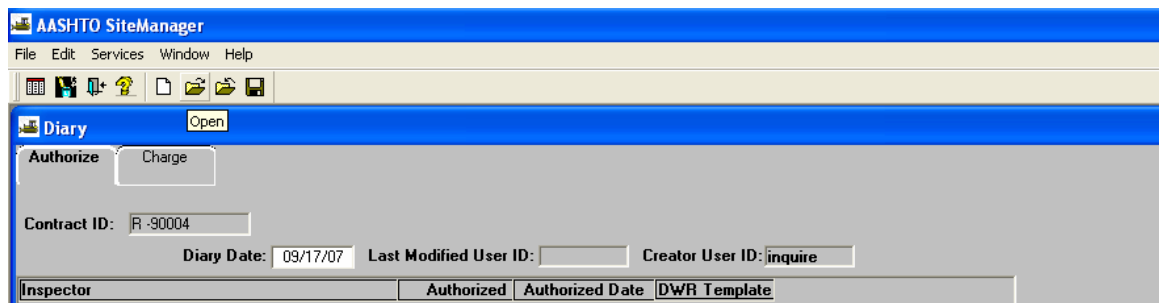
The Select Contract window appears.



The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status:** the **Status** column indicates current status of the project; Active, Pending, Complete, or Archived.
- **County:** the **County** column is the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column shows the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is currently not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is currently not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

“Double-click” on the appropriate **Contract ID**.



“Click” **Open**  located on the toolbar.

Contract ID

Selection

Contract ID: R-90004

Date:

Find:

Date

Diary Date	Diary Locked Indicator	Estimate
10/10/2006	No	0004
08/31/2006	No	0004
08/28/2006	No	0004
08/25/2006	No	0004
08/24/2006	No	0004
08/23/2006	No	0004
08/22/2006	No	0004
08/21/2006	No	0004

OK Cancel

The Diary Date Selection Window appears;

The bottom panel displays columns for:

- **Diary Date:** **Diary Date** is the date the Diary is created to document.
- **Diary Locked Indicator:** **Diary Locked Indicator** indicates whether or not the Diary has been locked and is not available for editing.
- **Estimate:** **Estimate** is the sequential number for the Pay Request generated using the Diary's data.

“Double-Click” on the **Diary Date** to be viewed in the **Diary Date:** field.

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File Edit Services Window Help

Diary

Authorize Charge

Contract ID: R-90004

Diary Date: 08/23/06 Last Modified User ID: d90bclip Creator User ID: d90bclip

Inspector	Authorized	Authorized Date	DWR Template
Stone, Hurley	<input checked="" type="checkbox"/>	09/06/06	<input type="checkbox"/>
Fly, Hyrum D.	<input checked="" type="checkbox"/>	09/06/06	<input type="checkbox"/>

Remarks:

Accident
District Staff Review
DWR Work Operations

The **DWR Selection** window opens.

There are two “tabs” for this window:

- **Authorize:** the **Authorize** tab allows the PE/S to select, review and accept or not accept the DWR’s written for the Diary Date.
- **Charge:** the **Charge** tab allows the PE/S to charge or credit work days against the contract.
 - Enter remarks and explanations for charges and credits. The PE/s may also make charges or credits against contract milestones.

If a **DWR** has been entered by an inspector or PE/S for this date, the name of the inspector or PE/S will show in the Inspector Panel.

The Authorize tab has the following data fields:

- **Diary Date:** the **Diary Date** is the date the diary is created to document.
- **Last Modified User ID:** the **Last Modified User ID** is the SiteManager User ID of the last person to work on the Diary selected.
- **Creator User ID:** the Creator User ID is the SiteManager User ID of the original author of the Diary.

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File Edit Services Window Help

Diary Preview DWR

Authorize Charge

Contract ID: R-90004

Diary Date: 08/23/06 Last Modified User ID: d90bclip Creator User ID: d90bclip

Inspector	Authorized	Authorized Date	DWR Template
Stone, Hurley	<input checked="" type="checkbox"/>	09/06/06	<input type="checkbox"/>
Fly, Hyrum D.	<input checked="" type="checkbox"/>	09/06/06	<input type="checkbox"/>

Remarks:

Accident
District Staff Review
DWR Work Operations

The columns in the top panel are for:

- **Inspector:** The Inspector column lists the names of Inspectors who have created Daily Work Reports for the Diary Date.
- **Authorized:** the **Authorized** check box indicates if the DWR has been authorized by the PE/S. A check indicates that the DWR is authorized.
- **Authorized Date:** the **Authorized Date** box is automatically filled when the PE/S authorizes the DWR.
- **DWR Template:** the **DWR Template** indicates when a template was used in preparing the DWR.

The **DWR**'s for each **Inspector** may be viewed.

“Click” on the appropriate **Inspector**.

“Click” on the **Preview DWR**  button located on the toolbar.

Print Preview

Next Prior Print Setup... Zoom... Save As... Close ☒ Rulers

RPT-ID: RDWRHCON INDIANA DATE: PAGE:
 USER: inquire Department of Transportation
 Inquire
 DAILY WORK REPORT FOR CONTRACT: R -90004

DWR Date: 08/23/2006	Contract ID: R -90004	Authorized: Yes
Inspector ID: d90hston	Inspector: Stone, Hurley	
High Temp: 1	Low Temp: -1	A.M. Condition: Clear P.M. Condition:
Work Suspended Time: 00:00	Work Resumed Time: 00:00	No Work Items Instld: <input checked="" type="checkbox"/> No Contrs Pre:
Remarks: No		

The **DWR** information may be viewed using this report.

NOTE: If the **DWR** is not satisfactory, the Inspector must change the **DWR** information.
 Only the creator of the **DWR** can change the information on the **DWR**.

NOTE: The DWR template date does not appear in this report.

Click the “**Close**” button on the **Print Preview** toolbar to return to the **Authorized Tab Window**.

Refer to Reviewing a Daily Work Report module for more information on reviewing DWR’s.

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File Edit Services Window Help

Diary

Authorize Charge

Contract ID: R-90004

Diary Date: 08/23/06 Last Modified User ID: d90bclip Creator User ID: d90bclip

Inspector	Authorized	Authorized Date	DWR Template
Stone, Hurley {305279261}	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>
Fly, Hyrum D. {305090801}	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>

Remarks:

The SubContractor Night Time Paving was able to work on the controlling operation of Asphalt Paving today.

Other
Personnel Remarks
PE/S Controlling Oper...

The bottom panel contains the remarks and comments sections.
Comments about the contract can be viewed in the **Remarks** section.
There are various topics where remarks can be placed including:

Accident	PE/S Controlling Operation
District Staff Review	PE/S Factional Day Workable
DWR Work Operation	Safety Violation
EEO Issue	Staff Remarks
General Remarks	Supervisor Remarks
Media/Press	Traffic
Other	Visitor
Personnel Remarks	Work Suspended

“Click” on the appropriate topic associated with the remarks from the scroll-down list located in the bottom left panel.

Comments about the operation that an inspector or PE/S watches on the given day are to be documented in the DWR; otherwise, info will be documented in the diary by the PE/S.

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File Edit Services Window Help

Diary

Authorize Charge

Contract ID: R-90004

Diary Date: 08/23/06 Last Modified User ID: d90bclip Creator User ID: d90bclip

Inspector	Authorized	Authorized Date	DWR Template
Stone, Hurley {305279261}	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>
Fly, Hyrum D. {305090801}	<input type="checkbox"/>	00/00/00	<input type="checkbox"/>

Remarks:

The SubContractor Night Time Paving was able to work on the controlling operation of Asphalt Paving today.

Other

Personnel Remarks

PE/S Controlling Oper: ☒

NOTE: As in the DWR, once an entry has been made and saved, a checkmark icon appears next to the topic of the remark.

Viewing Charge Days and No Charge Days

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File Edit Services Window Help

Diary

Authorize Charge

Contract ID: R-90004

Diary Date: 08/23/06 Last Modified User ID: d90bclip Creator User ID: d90bclip

Inspector	Authorized	Authorized Date	DWR Template
Stone, Hurley (305279261)	<input checked="" type="checkbox"/>	00/00/00	<input checked="" type="checkbox"/>
Fly, Hyrum D. (305090801)	<input checked="" type="checkbox"/>	00/00/00	<input checked="" type="checkbox"/>

Other
Personnel Remarks
PE/S Controlling Oper

Remarks:
The SubContractor Night Time Paving was able to work on the controlling operation of Asphalt Paving today.

“Click” on the **Charge** tab.

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File Edit Services Window Help

Diary

Authorize Charge

Contract ID: R-90004 Date: 08/23/06

Day Charged


☒ Full Day
☐ No Day Charged

Reason Not Charged

Total Number of Diaries: 20
Total Diary Charge Days: 15.00
Total Diary No Charge Days: 5.00
Adj Total Diary Charge Days: 13.00
Adj Total Diary No Charge Days: 7.00

Mlstr Nbr	Milestone Description	Day Charged	Reason Not Charged
02	Road Closure Casey Road	Full Day	

Charge Type information will be shown.

“Click” on the “Close”  button on the toolbar.

Viewing a Diary

Exercise B-2-1-T Group Exercise

Log into SiteManager as: d90afaul

Password: pass

Navigate from **Main Panel**:

“Double-Click” on **Daily Work Reports (+)** icon

“Double-Click” on **Diary** icon

“Click” on **Services** located on the Toolbar

“Click” on **Choose Keys** from the dropdown list

“Double-Click” on **Contract ID: R-90004**

“Double-Click” on the **Diary Date**

Scroll to **Diary Date: October 10, 2006**

“Click” on **Diary will be opened in read only mode: OK**

“Click” on the **Preview DWR** button located on the Toolbar

View Daily Work Report for that day

“Click” on **Close** located on **Print Preview** Toolbar

“Click” on **Remarks** and view remark (verify which remarks)

Charge Tab

“Click” on the **Charge** Tab

View **Charge Type** information

“Click” on the **Close** button located on the Toolbar